



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504

March 24, 2010

No. 2010-5

TO: ALL SUPPLIERS

FROM: DEBI J. BESSER, C.P.M., DIRECTOR OF PURCHASING

SUBJECT: ONE-TIME-ONLY (OTO) SPECIALTY ITEMS FOR THE 2010 HOLIDAY SEASON (DUE MAY 7, 2010)

The Board plans to acquire a variety of unique items for sale during the 2010 holiday season. These will be One-Time-Only (OTO) acquisitions.

If you have bottles or packages, such as a spirituous beverage in a particularly attractive bottle, decanter, glass/mug co-pack, gift sets or a wine bottle packed with glasses, etc., that you wish us to consider offering as a 2010 Holiday OTO, **please submit the following to WSLCBorders@liq.wa.gov:**

- 1) A digital photo of the product
- 2) The completed control state Standard Quotation and Specification Form(attached). Quotes need to include the following in the "Remarks" Section:
 - a) Quantity available or allocated to the State of Washington for each item submitted for consideration.
 - b) Multi-bottle gift packs must denote packs per case and bottles per gift pack (example: four/three bottle packs per case).

Please note:

- 1) All items submitted must have a unique Control States Code and UPC number.
- 2) On-packs of a listed item must be submitted separately.
- 3) Items with expiration dates (including non-alcoholic products) must not expire any earlier than July 2011. Please contact us if there is a concern regarding this. Product that is dated to expire prior to that date may be returned at the supplier's expense.

The deadline for submissions is May 7, 2010. We must receive the completed quotation form and digital photo at WSLCBorders@liq.wa.gov no later than May 7, 2010 for the items to receive consideration. **Submissions sent to anyone other than the email address above will not be accepted.**

Based on supplier feedback, we have a new process this year. Staff will review the submissions, and post an initial list of recommended products (pending approval by the Board) by May 20th to the internet. Suppliers of the remaining products will have an opportunity to present additional information on those products to a selection committee on June 3rd. Appointment requests for will be accepted on a first come, first served basis to Missy Aulabaugh at 360-664-1652. Each supplier will have 10 minutes to present any or all of their products not already selected.

Once all products are selected and approved by the Board, state and contract stores will be polled to determine the number of cases desired for selected Holiday items. Once the surveys are complete, a purchase order will be placed by July 9, 2010 for the selected products.

Items selected by the Board will require delivery at our Seattle, Washington Distribution Center (DC) no earlier than September 1, 2010, and not later than:

Non-conveyable items: September 30, 2010

Conveyable items: October 15, 2010

We reserve the right to refuse any shipments received after October 15, 2010.

To be conveyable a case must:

- 1) Not exceed the following case dimensions L=22 inches, W=16 inches, H=14 inches
- 2) Not have a case weight of greater than 50 lbs

To ensure distribution to our retail outlets for the months of November and December, the majority of the shipments of Holiday One-Time-Only Specialty Items from our DC to our stores will occur during September and October. If goods are not received in our DC by the deadline, there is no guarantee the goods will be shipped prior to Thanksgiving. All products must be shipped in accordance to the WSLCB Delivery Standards.

If you have any questions or concerns, please email WSLCBorders@liq.wa.gov.

Thank you for your participation in our holiday product offering!

STANDARD QUOTATION AND SPECIFICATION FORM

1. STATE - WASHINGTON		2. DATE SUBMITTED	
3. BRAND NAME		4. EFFECTIVE DATE	
5. <input type="checkbox"/> STATE STOCK PLAN	6. <input type="checkbox"/> BAILMENT PLAN	7. <input type="checkbox"/> SPECIAL PURCHASE ORDER PLAN	
8. TYPE		10. FORMULA	
9. CLASS			
11. AGE / VINTAGE	12. PROOF / ALCOHOL CT.	13. <input type="checkbox"/> DOMESTIC	14. <input type="checkbox"/> IMPORTED
15. DISTILLED / PRODUCED BY		16. ADDRESS	
17. BOTTLED BY		18. ADDRESS	
19. DO YOU HOLD A WA WINE WHOLESALERS LICENSE? <input type="checkbox"/> NO <input type="checkbox"/> YES			
20. SOLD UNDER ANY OTHER LABEL <input type="checkbox"/> NO <input type="checkbox"/> YES PROOF AGE EXPLAIN			

21. SHIPPING POINT		22. F.O.B. POINT IS W.S.L.C.B.	
23. <input type="checkbox"/> AGE / VINTAGE / PROOF CHANGE		26. <input type="checkbox"/> CASE COST CHANGE	
24. <input type="checkbox"/> SIZE CHANGE		27. <input type="checkbox"/> VENDOR CHANGE	
25. <input type="checkbox"/> SCC / UPC CHANGE		28. <input type="checkbox"/> NEW ITEM	
		29. <input type="checkbox"/> PALLET / TIER / WEIGHT CHANGE	
		30. <input type="checkbox"/> PACK CHANGE (CASE, UNIT)	
		31. <input type="checkbox"/> OTHER – SPECIFY IN REMARKS (#54)	

	OTHER	3 LITER 4 LITER	1.75 L 1.5 L	LITER	750 ML	375 ML 500 ML	200 ML 187 ML	50 ML 100 ML
32. Ounces Per Bottle		101 / 135	59.2 / 50.7	33.8	25.4	12.7 / 16.9	6.8 / 6.3	1.7 / 3.4
33. Unit Pack (Change if not Standard)		4	6	12	12	24	48	120 / 60
34. Sleeve Quantity (i.e. 10 Packs / 12 Btls)								REQUIRED
35. Vendor No. UPC								
36. Ship. Cont. Code-SCC (first 8 digits)								
37. Ship. Cont. Code SCC (last 6 digits)								
38. NABCA Control State No.								
39. Pallet / Tier Quantity								
40. Case Weight								
41. Net Cost F.O.B. Ship Point								
42. U.S. Freight								
43. Ocean Freight								
44. Marine Insurance								
45. Other Charges								
46. Add Discount or Insert Net								
47. Total Invoice Cost (Delivered WSLCB)								
48. Case Dimensions (L/W/H)								
49. Unit Dimensions (L/W/H)								
50. Min. Shipping Quantity								
51. Last / Previous Quoted Cost								
52. Date Last / Previous Quote								
53. Case Cost Increase / Decrease								

54. REMARKS	50 ML: UPC BAR CODE ON EACH UNIT <input type="checkbox"/> YES <input type="checkbox"/> NO
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55. TERMS (NET / DISCOUNT)	
58. UNIT PACK (SINGLE, SLEEVE PACK, GIFT BOX) 59. UNIT SHAPE (ROUND, SQUARE, FLAT) 60. UNIT MATERIAL (PLASTIC, GLASS, METAL) BOARD USE ONLY SUPPLIER NUMBER LIQ 455-40-2/04	56. REPRESENTATIVE FOR THE STATE NAME ADDRESS CITY, STATE, ZIP PHONE NO. FAX NO. 57. WE CERTIFY THAT THE FOREGOING IS CORRECT SUPPLIER NAME STATE LIC/PERMIT NO. FED. I.D. NO. ADDRESS CITY, STATE, ZIP BY: PHONE NO. TITLE FAX NO.

